

12-16-1977

Board of Trustees Minutes, December 16, 1977

Eastern Washington University

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Agenda

Board of Trustees Eastern Washington University

December 16, 1977
7:30 p.m., Pence Union Building Council Chambers

- I. Approval of the Minutes of the November Board of Trustees Meeting (Attachment I.)
- II. Presidents' Reports
- III. Old Business
 - A. Building & Planning
 - 1. Award of Engineering Contract for Science Building Improvements (Confirmation of conference call award) (Attachment III. A. 1.)
- IV. New Business
 - A. Building & Planning
 - 1. Award of Construction Contract on Pavilion Restrooms (Attachment IV. A. 1.)
 - B. Business & Financial
 - 1. Increase in Special Course Fee (Attachment IV. B. 1.)
 - C. Policies & Procedures
 - 1. Planning for Future Staffing of Departments - Information Item (Attachment IV. C. 1.)
- V. Personnel Actions (Attachment V.)
 - A. Administrative
 - B. Faculty

EASTERN WASHINGTON UNIVERSITY

Board of Trustees

Minutes

December 16, 1977

The Board of Trustees of Eastern Washington University held its regular meeting on Thursday, December 16, 1977, in the Pence Union Building Council Chambers on the Eastern Washington University campus.

BOARD OF TRUSTEES PRESENT

Mrs. Frederick Wilson, Jr., Chairman
Mr. Bruce McPhaden, Vice Chairman
Mr. Fred Enlow
Mr. Andrew Kelly
Mr. Jerome Page

STAFF PRESENT

Dr. H. George Frederickson, President
Mr. Fred S. Johns, Vice President for Business and Finance
Dr. Katherine S. Sherman, Provost for Academic Affairs
Dr. Daryl Hagie, Provost for Student Services
Mr. Kenneth R. Dolan, Secretary, Board of Trustees
Mr. Orland Killin, President, Faculty Organization
Mr. John Lothspeich, Director, University Relations
Dr. Duane Thompson, Vice Provost for Graduate & Undergraduate Studies
Dr. John Dickson, Interim Dean, School of Business Administration
Mr. Russell Hartman, Business Manager
Mr. Phillip Briggs, Director, University News Bureau

PRESS PRESENT

Mr. Bob Mims, Cheney Free Press
Mr. Hugh Davis, The Spokane Daily Chronicle
Mr. Van Hooke, Spokesman-Review

STUDENTS PRESENT

Miss Jennifer Boulanger, Associated Students
Mr. Rod Wheeland, Associated Students

BUSINESS MEETING

Chairman Wilson called the meeting to order at 8:05 p.m.

MINUTES APPROVED

Motion #12-01-77: "I move that the minutes of the November Board of Trustees meeting be approved."

Motion by Mr. Kelly, seconded by Mr. McPhaden, approved unanimously.

ENGINEERING CONTRACT FOR SCIENCE BUILDING IMPROVEMENTS, Agenda Item III. A. I.

Motion #12-02-77. "I move that the engineering firm of Stingle and Atwood be awarded the engineering contract for Science Building improvements."

Motion by Mr. Page, seconded by Mr. Kelly, approved unanimously. This item had been before the Board at the November meeting, but due to a misunderstanding over compliance with the University's Affirmative Action policy, no Trustee action was taken at that time. It was later determined that Stingle and Atwood was in full compliance with University policy and, therefore, eligible to be chosen for this work. A conference call was held on November 9, 1977, at which time the Trustees gave verbal assurance that they would award the contract to Stingle and Atwood. The formal action taken at this meeting ratifies the award of the contract.

CONSTRUCTION CONTRACT FOR PAVILION RESTROOMS, Agenda Item IV. A. 1.

Motion #12-03-77: "I move that the Griffith Construction Company, Inc., be awarded the Pavilion restroom construction contract in the amount of \$87,523."

Motion by Mr. Enlow, seconded by Mr. Page, approved unanimously.

INCREASE IN SPECIAL COURSE FEE, Agenda Item IV. B. 1.

Motion #12-04-77: "I move that the special course fee for ED 597-41 be increased from \$17.50 to \$20; the increase to be effective with the winter quarter 1978."

Motion by Mr. Kelly, seconded by Mr. Enlow, approved unanimously.

EXECUTIVE SESSION

Chairman Wilson called an executive session at 9:30 p.m. for the purpose of discussing personnel matters. She called the meeting back into regular session at 10:15 p.m.

PERSONNEL ACTIONS, Agenda Item V.

Motion #12-05-77: "I move that the personnel actions as submitted be approved with the exception that the appointment of Cynthia Fry as a counselor in the Indian Education Program be deleted."

Motion by Mr. Kelly, seconded by Mr. McPhaden, approved unanimously.

NEXT MEETING DATE

The next regular meeting of the Board of Trustees of Eastern Washington University will be held on January 26, 1978, in the Pence Union Building Council Chambers of the EWU campus.

ADJOURNMENT

Chairman Wilson adjourned the meeting at 10:25 p.m.



Eastern Washington University
Cheney, Washington 99004

Office of the President

TO: Mary Wilson, Chairman, Board of Trustees
FROM: H. George Frederickson, President
DATE: December 9, 1977
SUBJECT: Engineering Contract for Science Building Improvements

The selection of the engineering firm for the design work for the Science Building renovation project was brought to the Board of Trustees in November. The recommended firm was Stingle and Atwood. The firm's compliance with University Affirmative Action policies was unclear; and as a result, the Board took no action. Shortly after the Board of Trustees meeting we learned that the firm was in full compliance.

As a delay in the awarding of the contract might have caused severe scheduling problems, a telephone conference call with the trustees and the administration was arranged and verbal approval of the award of the contract to Stingle and Atwood was granted.

We are now asking the trustees to take formal action to ratify the award of the contract.

HGF:js

Pavilion Restrooms

The 1977-79 Capital Budget Appropriation includes funds with which to complete construction on two additional restrooms in the Special Events Pavilion. The building was planned with four restrooms, but due to a shortage of construction funds two of the rooms were left in a rough state without fixtures and finishes. The two additional restrooms are in great need when large crowds of people are present.

Bids were received November 30, 1977 for this work. A summary of the bids received is attached. We recommend that the Board approve a contract award to Griffith Construction Company, Inc. in the amount of \$87,523 for this project.

PAVILION TOILET ROOM ADDITION (Rebid)
EASTERN WASHINGTON UNIVERSITY
CHENEY, WASHINGTON

ADKISON, LEIGH, SIMS, CUPPAGE ARCHITECTS

3:00 p.m., November 30, 1977

BID TABULATION

69-863 T

[illegible]



Eastern Washington University
Cheney, Washington 99004

TO: H. George Frederickson, President

FROM: Fred Johns, Vice President for Business and Finance *FJ*

DATE: December 6, 1977

SUBJECT: Increase in Special Course Fee For ED 597-41

On March 24, 1977, the Board of Trustees approved a special course fee of \$17.50 for ED 597-41, Teacher Effectiveness Training. The fee covers textbooks and work books that must be purchased on a pooled basis for all students enrolling in the course. Dean Gaudette has requested that the fee be increased to \$20.00 to cover an increase in the cost of the materials.

I recommend that the fee be increased to \$20.00 effective Winter Quarter 1978.

FSJ:slb

memo

EASTERN WASHINGTON STATE COLLEGE - Cheney, Washington 99004

To Academic Deans, Department Chairs, and All Faculty
From *Krs* Katherine S. Sherman, Provost for Academic Affairs
Date December 5, 1977
Subject Planning for Future Staffing of Departments

At the beginning of Winter Quarter, Duane Thompson and I will be conducting a review of each department's staffing needs. The department chair and the relevant dean will be invited to meet with us; Don Manson will be there to explain and interpret data. This memorandum is to apprise you of the planning assumptions we are making and the criteria we will use in deciding whether or not departments need additional faculty members. I will welcome comments on the criteria from faculty members in the next few weeks. Faculty members will be welcome to attend the hearing for their own departments.

Planning Assumptions

All indications are that Eastern may be entering a period of enrollment fluctuation. We expect the swings in enrollment to be relatively minor, as a result of the following facts:

1. Annual live births in Washington peaked at 65,000 in 1957 and declined steadily until 1975. The students we will be planning for over the next fifteen years, in the 18-21 year group, would have been born between 1959 and 1974 (cf. graph of birthrate attached).
2. Immigration into the state recently has been higher than originally predicted; it may help to counteract the birthrate effects.
3. The percentage of high school graduates who go on to higher education is decreasing.
4. Only 47% of Eastern's 1976-77 student body were in the 18-21 age-group; this means that Eastern is less vulnerable to the 18-21 age population drop. However, older students do not carry as heavy a credit hour load. We will have to keep increasing the headcount number of older students to prevent our FTE student count from dropping by more than about 3% in any given year.

Our fall, 1977, enrollment contract projection may have been somewhat optimistic. Although we attracted 6837 students, they tended to take more lower division and fewer upper division courses than we had predicted. At present, at 72% of formula, we are funded as follows:

lower division:	416.7 SCH produce one FTE faculty member
upper division:	229.2 SCH produce one FTE faculty member
500 level:	97.2 SCH produce one FTE faculty member
600 level:	69.4 SCH produce one FTE faculty member

December 5, 1977

On the basis of our fall, 1977, credit hour mix, we should have 337.07 FTE faculty, instead of the 342.8 we had projected. In fact, if we count faculty on grants, sabbaticals, temporary assignment to administrative duties, etc., we have somewhat more than that. The Deans are working to ensure that our upper division and graduate student credit hours increase in each of the next two quarters, and I am confident that we will make our contract of 342.8. We are also reorganizing and revitalizing our admissions operation, so that we can compete successfully in attracting students. We are going to have to work hard and imaginatively to hold our own.

Since we may not be able to add importantly to the number of our total faculty for perhaps the next fifteen years, we will have to support growing programs and mount new programs by redistribution rather than by addition. This means that as faculty members resign or retire, they will not automatically be replaced in the same department. We need a plan, made known to the entire Eastern community, for determining how to allot our few open FTE faculty positions in such a way as to keep our funding from the state as high as possible and yet try out new programs meeting student interest and societal manpower demands. And somehow, we must do this without sacrificing our commitments to the traditions of human culture and knowledge.

To achieve these things will not be easy, especially since, even projecting some early retirers, we will have few retirements:

<u>Year</u>	<u>Projected Retirements</u>
1977-78	5
1978-79	4
1979-80	2
1980-81	5
1981-82	1
1982-83	4
1983-84	3
1984-85	6

The purpose of our review of all departments is to develop a plan for allotting our few available faculty FTE positions in a rational way. At the conclusion of the hearings, we will place each department on one of the three following lists:

1. Departments which should grow and hence which should receive one or more additional FTE faculty allocations.
2. Departments which should remain stable and hence should receive replacements of retireres or resigners.
3. Departments which should shrink, and hence which should not receive replacements of retirers or resigners.

December 5, 1977

Criteria for Judging Department Staffing Needs

I intend to consider the following factors, listed in descending order of importance, in making the determination for each department:

1. The department's present FTE faculty/SCH ratio and a comparison with its ratio in each of the past five years. Note that our submission to the LBC specified that we would consider a department for reduction or addition if its ratio varied more than 20% from the average.

2. The percentage of the department's total SCH which results from General Education courses, and the extent to which these General Education courses were specified by students as second choice rather than first choice. Departments should not be slated for an increase of faculty if they rely heavily on General Education and especially on second choice selections by students.

3. The percentage of the department's total SCH which results from offerings in Spokane or in off-campus locations. We want to increase our offerings in these areas; hence, departments willing to work outside of Cheney and to set up program agreements with Spokane area institutions. should be regarded favorably.

4. Required teaching methodologies or outside standards which affect faculty/SCH ratios. Some subjects require one-to-one or small-group instruction (eg. Instrumental Music, English Composition); some professional accreditation bodies set minimum faculty/SCH standards. These restraints must be taken into account.

5. The number of faculty members in the department who are being supported on grants. If grant funds should stop, in many cases the University could have some obligation to these faculty members, particularly if they are tenured. This fact must be recognized in determining which departments should receive new FTE faculty slots.

6. The percentage of the department's faculty with appointments in the following categories: tenured, tenure-track, term, and part-time. We have stated to the LBC that our goal is to have 10% of our faculty on term appointments and another 10% of our faculty on part-time appointments. Although we may not apply these percentages rigidly on a departmental basis, departments which vary significantly from this goal do so only at the expense of other departments.

7. Response to need for remedial courses or back-up courses relating to other disciplines. A department should be given credit if, instead of seeking new appointments, it has found existing faculty members willing to retrain themselves to undertake new areas of specialty in response to the needs of students or of other programs in the University.

8. The importance to Eastern of a major in the department's discipline, and the minimum number of faculty needed to sustain a viable major. Since

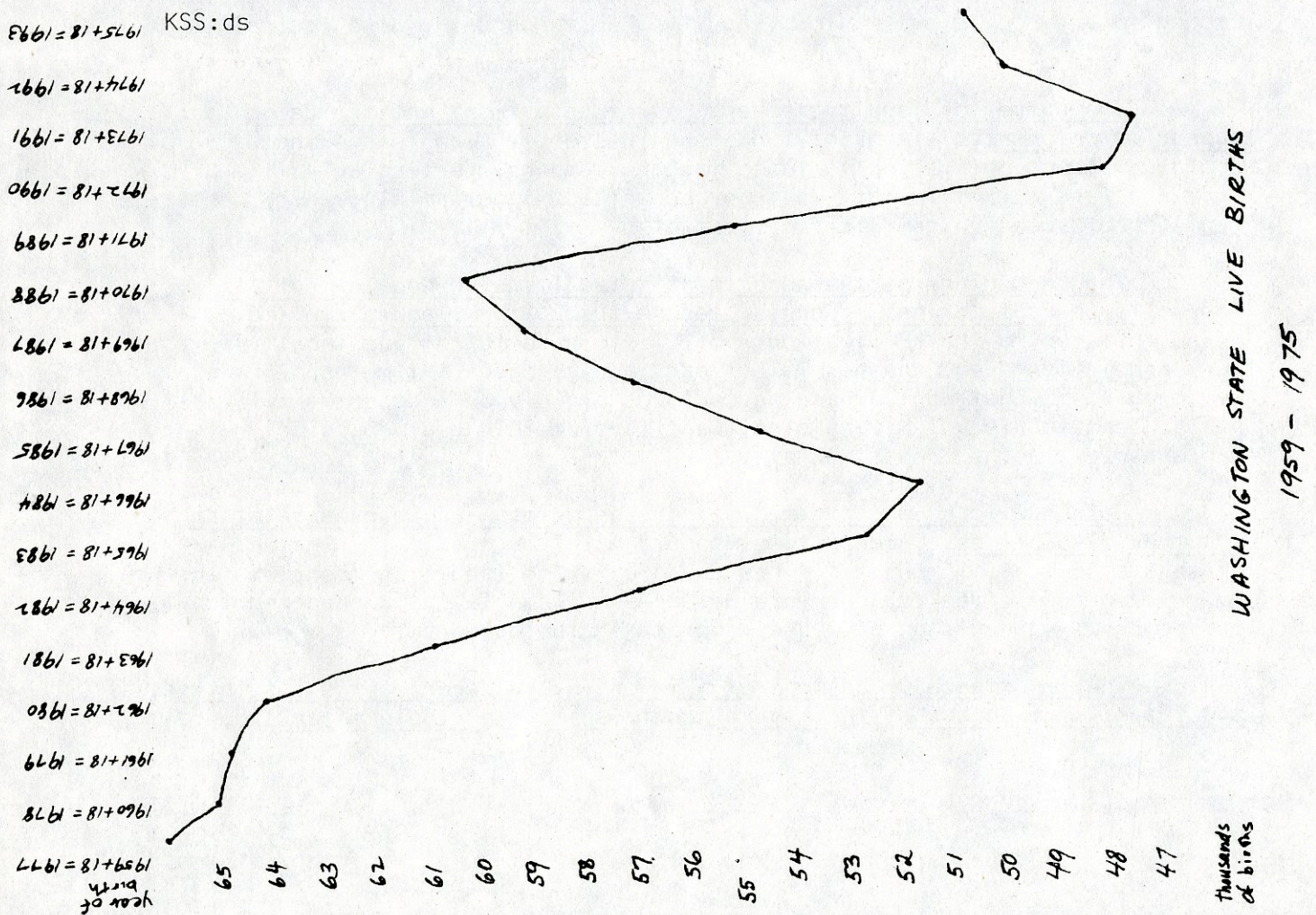
December 5, 1977

Eastern is an institution with a liberal arts base, consideration should be given to whether a reduction in faculty for a department will affect adversely our total program. We also have new programs now being carried on an over-load basis; we need to decide whether they should be further encouraged and permanently staffed.

9. Probable effects of recent or imminent new programs, both in the department under scrutiny and in other departments. Some consideration should be given to the possible effects of a department's new curricular developments upon its enrollments; a department, however may also be affected adversely by another department's new program. It is notoriously difficult to predict these effects accurately.

10. State or national developments, manpower studies, or other indications of trends for the next five years. New grant proposals or other evidence of governmental interest may indicate increasing demand for a department's offerings; we will consider such factors, while realizing that most manpower surveys and predictor data are chancy indicators.

The tripartite listing resulting from these hearings will be distributed to all faculty and will constitute Eastern's basic plan for allocating new faculty positions. Long-range plans are always affected by unforeseen events; this plan will be reviewed annually so that each department will have a chance to present evidence of new developments which could lead to its reclassification.



PERSONNEL ACTIONS

A. Administrative

1. Appointments

Dickson, John P., Associate Professor of Marketing; appointment as Interim Dean, School of Business and Administration, from November 29, 1977, through August 31, 1978. Salary base for 11-1/2 months: \$30,000.

Fry, Cynthia, Indian Education Counselor, CETA, from December 1, 1977, through September 30, 1978. Salary: \$721 monthly.

Weatherly, John, Indian Education Counselor, CETA, from December 1, 1977, through September 30, 1978. Salary: \$721 monthly.

2. Change of Status

Desautel, Victoria, Indian Education Counselor, from CETA position to regular administrative exempt, effective December 1, 1977. 11-month appointment. Salary: \$840 monthly (\$10,080 salary base).

McNeal, E. Clair, Special Assistant to the Provost for Academic Affairs, from Director of Admissions, effective November 1, 1977; no salary change.

Rios, Richard, Indian Education Counselor, from CETA position to regular administrative exempt, effective December 1, 1977; 11-month appointment. Salary: \$840 monthly (\$10,080 salary base).

3. Resignation

Atwater, Thomas V., Dean, School of Business and Administration; effective November 23, 1977, 5 p.m.

B. Academic

1. Change of Status/Extension of Special Appointment

Atwater, Thomas V., Jr., Professor of Marketing and Management; from administrative to full-time teaching duties effective January 3, 1978.

Gilmour, Ernest H., Professor of Geology; extension of term as Chairman, Department of Geology, for a four-year period beginning September, 1978.

Thomas, Grant R., Professor of Marketing; appointment as Interim Chairman, Department of Management, from November 29, 1977, through August 11, 1978; temporarily replacing John P. Dickson.

2. Emeritus Rank

McDonough, William G. (1963) - Professor Emeritus of Education; effective December 16, 1977.

3. Sick Leave

Innes, John S., Assistant Professor of History, from November 3, 1977, for a period not to exceed six months.

Sick Leave (Continued)

Kara-Sokol, Alexander, Professor of Russian, from November 9, 1977, through February 21, 1978.

Wilkins, Robert F., Associate Professor of Education; return from sick leave October 31, 1977.

4. Leave of Absence (without pay)

Fretwell, Loretta N., Professor of Psychology, effective November 21, 1977.

5. Professional Leave

Burnham, Kent R., Associate Professor of Business Education; additional quarter of leave, to include Fall Quarter, 1978 (previously approved for professional leave during Winter and Spring Quarters of 1977-78). Leave period is partially funded by a Fullbright Research Fellowship.

6. Resignations

Flynn, James D., Associate Professor of Education and Applied Psychology; effective December 16, 1977.

Webster, Robert A., Associate Professor of Geography; effective March 17, 1978.